

Tasking Memorandum No. 99-173

Memorandum For: DCMDs and DCMC Atlanta, San Diego and Israel

Subject: Y2K Business Continuity and Contingency Plan (BCCP) Test Support

Date: May 10, 1999

Suspense Date: June 30, 1999

Target Audience: District Commanders, Commanders of DCMC Atlanta, San Diego and Israel

Requirements(s):

- The Assistant Secretary of Defense, Command, Control, Communications and Intelligence, Y2K Office has provided strategic guidance for all information technology (IT) software and systems in DoD that face Year 2000 (Y2K) problems. In response, Defense Contract Management Command developed a BCCP to assure business operations in the event of Y2K computer problem(s). A Test has been mandated by DoD to ensure Defense Agencies and Military Services conduct proofs-of-concept of their respective Y2K BCCPs. Contingency procedures for DCMC will be tested during the period June 14 - 18, 1999 to evaluate the ability of DCMC Contract Administration Offices (CAOs) to conduct business operations in support of the Military Services and to assess IT performance in support of DCMC CAO operations. The tests are planned for sites, selected by the districts, as follows: DCMC Atlanta, DCMC San Diego and DCMC Israel. This Test will serve as a dress rehearsal for the JCS Y2K Positive Force sustainment exercise in August.
- Functions to be tested during the period are as follows:
1) command post functions, 2) CAO operations with and without IT infrastructure, 3) facility contingency for operations affected by Y2K Devices, 4) DCMC IT Contingency Plans, and 5) ability to sustain the warfighter during the occurrence of Y2K Trigger Dates.
- Participation in a BCCP Test Plan Workshop for May 19 - 20, 1999 is required as confirmed earlier with the District Deputy Commanders. The purpose of the workshop is two-fold: to prepare for the DCMC Y2K BCCP Test and team member preparation for their roles at the Headquarters DCMC, the Districts, and participating DCMC CAOs. The plans and procedures for conducting the BCCP Test will be discussed among the participants from the

districts and CAOs and each assigned their responsibilities.

- Test Team Makeup is as follows: HQ DCMC; Y2K Manager, CERT(4), Contingency Planner (1), Tiger Teams, Districts; FASST Team Members (2), Operations (1 QAR/ 1 CAO), Contingency Planner (1), F Shop (2), Y2K Manager or Facility Member (1), CAOs: IT support (2), Operations (1 QAR / 1 CAO) and Y2K Lead and/or Contingency Planner for the Site. DCMC Israel is limited to (3) due to travel and being a smaller site. Operations representatives at the District or CAO will require 1 QAR and 1 Contracting Personnel. Depth is required for backups/contingency.
- Participation in the site tests June 14 - 18, 1999 is required. Those supporting the tests should include test team members attending the BCCP Workshop described above.

Point of Contact for Further Information:

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Signature:



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